

## ROUTING AND TRANSMITTAL SLIP

1/8/85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/TRAINING AND EDUCATION		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

1 - FOR INFORMATION AND ACTION, IF APPROPRIATE

cc: D/FINANCE  
DDA/MS

D/OOP

50-1

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

Room No.—Bldg.

Phone No.

FORM 41 (Rev. 7-76)  
GSA  
101-11.206

## EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:	ACTION	INFO	DATE	INITIAL
1 DCI				
2 DDCI				
3 EXDIR				
4 D/ICS				
5 DDI				
6 DDA				
7 DDO				
8 DDS&T				
9 Chm/NIC				
10 GC				
11 IG				
12 Compt				
13 D/Pers				
14 D/OLL				
15 D/PAO				
16 SA/IA				
17 AO/DCI				
18 C/IPD/OIS				
19				
20				
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22				

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks

Executive Secretary

JAN 1985

Date

3637 (10-81)

DDA SUBJECT FILE COPY

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# U.S. Professional Development Institute

1620 Elton Road, Silver Spring, MD 20903 • 301/434-1370

DD/A Registry

85-0081

Dear Federal Executive:

Governmentwide policies and initiatives are focusing on the necessity of improving the performance of financial management and controls programs. To accomplish these objectives, Federal managers must make effective use of automated tools-- especially microcomputers.

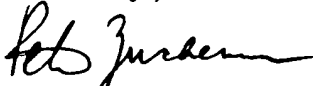
The issue is not whether to use advanced microcomputer technologies, but how to effectively integrate them into your agency's financial management programs. These integrated automated capabilities must be driven by a user friendly environment-- with your encouragement and support.

To assist you make innovative use of advanced microcomputer technologies and their applications, **two two-day seminars will be held on Microcomputers for Government Financial Management**. The seminars will be held at convenient locations around the country during Spring, 1985.

The faculty for this important seminar series have been selected because of their experience with the various aspects of Government financial management initiatives and reforms, and how they can be integrated with microcomputer technologies.

Please take the time to examine the brochure to see how the seminars can help your agency in this critical area. Extra brochures have been included for other members of your staff responsible for financial management systems.

Sincerely,



Peter Zuckerman  
Program Director

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